

12 July 1971

OFFICE OF PERSONNEL MEMORANDUM NO. 20-1-7

SUBJECT : Delegation of Authority

RESCISSION: OPM 20-1-5 dated 20 May 1970

This memorandum summarizes delegation to subordinate officials of certain authorities vested in the Director of Personnel. These authorities may not be further delegated by the officers designated below.

1. Authority to Execute Agreements and Contracts Under Provisions

Deputy Director of Personnel  
Special Contracting Officer (Chief, Contract Personnel Division)  
Alternate Special Contracting Officer (Deputy Chief, Contract Personnel Division)

2. Approve Educational Allowances for Contract Personnel. Grant Equalization and Cover Allowances

Deputy Director of Personnel  
Chief, Contract Personnel Division  
Deputy Chief, Contract Personnel Division

3. Authority to Approve Appointee and/or Invitee Travel Orders and Vouchers

Deputy Director of Personnel  
Executive Assistant, Office of Personnel  
Deputy Director of Personnel for Recruitment and Placement  
Chief, Staff Personnel Division  
Chief, Professional Placement Branch, Staff Personnel Division  
Chief, Professional Selection Branch, Staff Personnel Division  
(Invitee travel only)  
Chief, Clerical Selection Branch, Staff Personnel Division

C O N F I D E N T I A L

Group 1  
Excluded from Automatic  
Downgrading and  
Declassification

4. Authority to Approve Travel Orders or Other Obligations of Expenditures Chargeable to the Recruitment Program

Deputy Director of Personnel  
Executive Assistant, Office of Personnel  
Deputy Director of Personnel for Recruitment and Placement  
Chief, Recruitment Division  
Deputy Chief, Recruitment Division

5. Authority to Approve Travel Orders for Disqualified Appointees

Deputy Director of Personnel  
Executive Assistant, Office of Personnel

6. Authority to make determinations [redacted] during the temporary absence of the  
Director of Personnel

Deputy Director of Personnel

7. Authority to Approve Claims [redacted] (Employees Compensation and Overseas Medical Benefits)

Deputy Director of Personnel  
Executive Assistant, Office of Personnel  
Deputy Director of Personnel for Special Programs  
Chief, Benefits and Services Division  
Deputy Chief, Benefits and Services Division

8. Authority to Approve All Cash Advances Disbursed by the Central Processing Branch to Domestic TDY and PCS Travelers

Chief, Central Processing Branch  
Deputy Chief, Central Processing Branch

9. Authority to Certify Availability of Funds

Deputy Director of Personnel  
Executive Assistant, Office of Personnel  
Budget & Fiscal Officer

10. Authority to Request Space Alterations, Repairs and Other Services

[redacted]  
Deputy Director of Personnel  
Executive Assistant, Office of Personnel  
Budget & Fiscal Officer

11. Authority to Request Minor Maintenance Services

Executive Assistant, Office of Personnel  
Budget & Fiscal Officer

12. Authority to Approve Requisitions for All Types of Printing and Reproduction

Executive Assistant, Office of Personnel

13. Authority to Approve Routine Requisitions for Printing and Reproduction and to Certify as to the Availability of Funds for Such Purposes

Executive Assistant, Office of Personnel  
Records Administration Officer  
Budget & Fiscal Officer

14. Authority to Approve Requisitions for Supplies and Equipment

Deputy Director of Personnel  
Executive Assistant, Office of Personnel  
Budget & Fiscal Officer

15. Authority to Approve Requisitions for All Electric Typewriters

Executive Assistant, Office of Personnel  
Budget & Fiscal Officer

Harry B. Fisher  
Director of Personnel

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